

# Job Seeking Skills Workshops

January - December 2017

★ **Richfield Employment Center**  
115 E. 100 S. • Richfield, Utah

**Workshops are presented Mondays and Thursdays at 10:00 a.m.**

Register for reserved seating. Walk-ins welcome.



- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free: 1-866-748-1483, visit [jobs.utah.gov](http://jobs.utah.gov) or come to DWS at 115 E. 100 S. • Richfield, UT.

<b>PROFESSIONALISM IN THE WORKPLACE:</b>	
Feb 27, Apr 10, May 22, Jul 10, Aug 28, Oct 23, Dec 4	10:00 AM
<b>RESUMÉ WRITING:</b>	
Jan 5, Jan 9, Jan 26, Feb 16, Mar 6, Mar 9, Apr 17, Apr 20, May 11, Jun 1, Jun 5, Jun 22, Jul 13, Jul 17, Aug 10, Aug 31, Sept 11, Sept 28, Oct 19, Oct 30, Nov 9, Dec 7, Dec 11, Dec 28	10:00 AM
<b>EMPLOYMENT ESSENTIALS:</b>	
Jan 30, Mar 20, May 1, Jun 19, Aug 7, Sept 25, Nov. 13	10:00 AM
<b>INTERVIEWING SKILLS:</b>	
Jan 12, Jan 23, Feb 23, Mar 13, Mar 16, Apr 6, Apr 24, Apr 27, May 18, Jun 8, Jun 12, Jun 29, Jul 20, Jul 31, Aug 17, Sept 7, Sept 18, Oct 5, Oct 26, Nov 6, Nov 16, Dec 14, Dec 18	10:00 AM
<b>BUDGETING:</b>	
Feb 13, Apr 3, May 15, Jul 3, Aug 21, Oct 16, Nov 27	10:00 AM
<b>JOB SEARCHING STRATEGIES:</b>	
Jan 19, Feb 6, Feb 9, Mar 2, Mar 27, Apr 13, May 4, May 8, Jun 15, Jun 26, Jul 6, Aug 14, Aug 24, Sept 14, Oct 2, Oct 12, Nov 2, Nov 20, Dec 21	10:00 AM
<b>LINKEDIN #1</b>	
Mar 23, May 25, Aug 3, Sept 21, Nov 30	10:00 AM

**PROFESSIONALISM IN THE WORKPLACE:** Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

**RESUMÉ WRITING:** Learn how to develop an effective resumé that will get you an interview.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

**INTERVIEWING SKILLS:** Strategize ways to confidently complete an interview.

**BUDGETING:** Learn how to budget, save, repay debt and build credit.

**JOB SEARCHING STRATEGIES:** Learn advanced job search techniques to find the best commercial job sites, publish resúmes online and research companies.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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